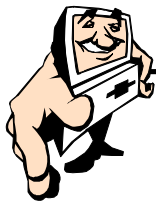


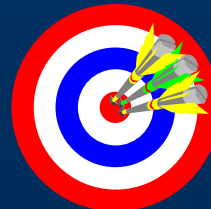
Notice PIH 99-2 and MTCS Reporting





Course objective

You will be able to:



- Implement Notice PIH 99-2
- Help Public Housing Agencies improve reporting
- Use MTCS to solve reporting problems
- Assist other Field Office/TARC staff and Public Housing Agencies

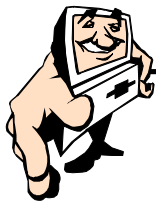
Course Agenda

Day 1

| | |
|---|-------|
| Welcome and introduction | 8:30 |
| Overview | 9:30 |
| Implement Notice PIH 99-2 | 10:00 |
| LUNCH | 12:00 |
| Help Public Housing Agencies (PHAs) improve reporting | 1:00 |
| Use MTCS to solve reporting problems | 3:00 |
| Wrap up | 4:30 |

Day 2

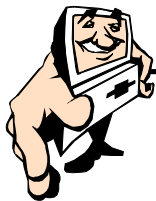
| | |
|--|-------|
| Day 1 review | 8:30 |
| Use MTCS to solve reporting problems continued | 9:00 |
| Case studies | 10:30 |
| LUNCH | 12:00 |
| Case studies continued | 1:00 |
| Wrap up | 4:00 |



Notice PIH 99-2 and MTCS Support

Day One

| | |
|---------------|--------------------------------------|
| 8:30 - 9:30 | Welcome and introduction |
| 9:30 - 10:00 | Overview |
| 10:00 - 12:00 | Implement Notice PIH 99-2 |
| 12:00 - 1:00 | LUNCH |
| 1:00 - 3:00 | Help PHAs improve reporting |
| 3:00 - 4:30 | Use MTCS to solve reporting problems |
| 4:30 - 5:00 | Wrap up |

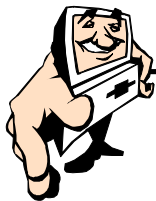


Overview

You will be able to:

- Describe the MTCS Process
- Explain why MTCS is important to implement Notice PIH 99-2





MTCS

Multifamily Tenant Characteristics System

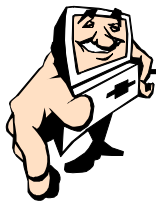


Collects and stores data about families who participate in Public Housing, Indian Housing, and Section 8 programs

The MTCS database collects demographic and income information on people who participate in Public Housing, Indian Housing, and Section 8 Certificates, Vouchers, and Moderate Rehabilitation programs. The Office of Public and Indian Housing (PIH) manages MTCS.



As of October 1997, PIH does not require Indian Housing Agencies to submit Form HUD-50058 data for families in Indian Housing programs. Notice PIH 99-2 does not apply to Indian Housing programs, and we will not refer to them further in the training.



Useful tool

MTCS helps you:

- Monitor and assess PHA performance
- Implement Notice PIH 99-2
- Plan and administer programs
- Support public information and intergovernmental cooperation

Monitor and assess PHA performance

MTCS organizes information from the Form HUD-50058 and generates reports that you can use to assess the quality of program implementation. MTCS also allows you to compare information from one PHA to information at a county, state, MSA, or national level.

Implement Notice PIH 99-2

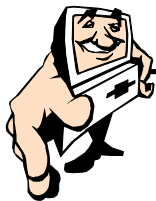
Use MTCS to check PHA reporting rates for compliance with Notice PIH 99-2. Notice PIH 99-2 requires a MTCS minimum 85 percent reporting rate for Public Housing and combined Section 8 Certificates and Vouchers.

Plan and administer programs

Use MTCS to organize workloads, priorities, and identify issues that you should address with PHAs through training or technical assistance. MTCS reports also provide documentation for budget reviews and funding decisions.

Support public information and intergovernmental cooperation

Use MTCS to help you respond to the myriad of requests for information your office receives. MTCS enables you to share valuable information about subsidized rental housing programs.



Useful tool (cont.)

MTCS helps you:

- Solve problems and analyze issues
- Support fair housing reviews
- Prevent corruption, fraud, and abuse
- Analyze legislation and policy

Solve problems and analyze issues

Use MTCS reports to obtain information to support problem solving activities. These include Fair Market Rents (FMR), adequacy of utility allowances, and adequacy of space allocations.

Support fair housing reviews

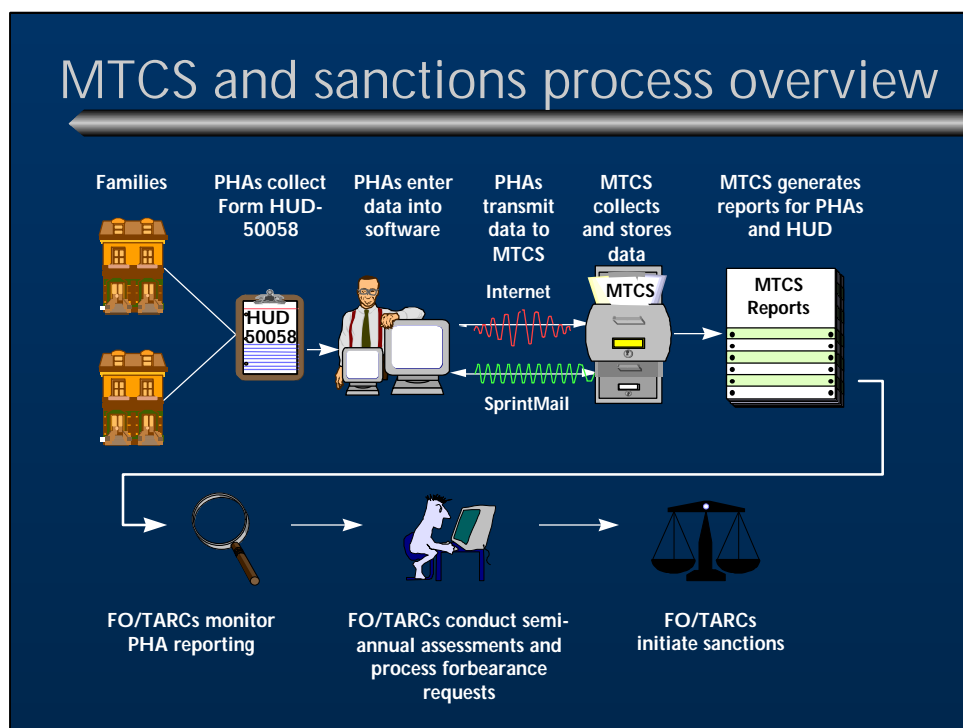
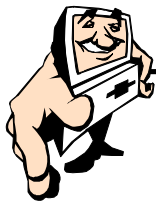
Use MTCS reports to review PHA activities from a fair housing perspective; MTCS includes information on family composition.

Prevent corruption, fraud, and abuse

MTCS data makes income matching with other agencies feasible. HUD verifies Social Security (SS) and Supplemental Security Income (SSI) through the Tenant Eligibility Verification System (TEVS).

Analyze legislation and policy

Use MTCS data to estimate the potential impact of legislative, policy, and procedural changes.



To implement Notice PIH 99-2, Field Offices (FOs) and Troubled Agency Recovery Centers (TARCs) must understand the MTCS business process:

PHAs collect Form HUD-50058 data for each family who receives assistance under the Public Housing and Section 8 Certificates and Vouchers programs. Notice PIH 99-2 does not apply to Section 8 Moderate Rehabilitation.

PHAs enter data into software to submit Form HUD-50058 data electronically to HUD.

PHAs transmit data to MTCS via SprintMail or Internet.

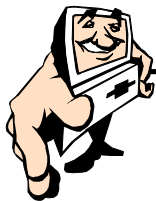
MTCS collects and stores data in the database. MTCS validates each record to ensure correct format and field entries. MTCS transmits error notifications to the PHAs that document what errors were found. MTCS loads valid Form HUD-50058 data into the database.

MTCS generates reports for PHAs and HUD. It summarizes data to produce MTCS reports.

Field Offices and TARCs monitor PHA reporting with MTCS reports and other PHA information.

Field Offices and TARCs conduct semi-annual assessments and process forbearance requests.

Field Offices and TARCs initiate sanctions and coordinate with HUD Headquarters.



PHAs collect Form HUD-50058

- Collect tenant data
- Submit data for all actions
 - PHAs with 100 units or more submit once a month
 - PHAs with less than 100 units submit once a quarter
- Submit minimum 85 percent for Public Housing and combined Section 8 Certificates and Vouchers



HUD requires PHAs to submit data for all actions:

- | | |
|-------------------------|-------------------------------|
| ■ New Admission | ■ Portability Move-out |
| ■ Annual Reexamination | ■ End of Participation |
| ■ Interim Reexamination | ■ Other Change of Unit |
| ■ Portability Move-in | ■ FSS Enrollment or Exit Only |

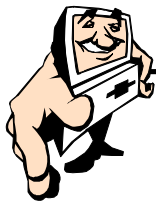
As of January 28, 1999, HUD requires PHAs to submit a minimum of 85 percent for Public Housing and a minimum of 85 percent for combined Section 8 Certificates and Vouchers. PHAs who do not meet the minimum 85 percent and who do not receive forbearance are subject to sanctions by HUD.



Be sure PHAs use the correct version of Form HUD-50058. MTCS only accepts the 7/98 version.



Notice PIH 99-2 does not apply to the Section 8 Moderate Rehabilitation program.



PHAs enter data into software

- FRS 2.0
- Vendor software
- PHA developed software



PHAs collect and store Form HUD-50058 data either with Family Reporting Software (FRS) 2.0, vendor software, or PHA developed software.

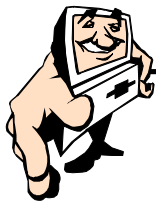


FRS 2.0 is free to all PHAs from the MTCS Website.

To transmit data to MTCS, software organizes the electronic Form HUD-50058 differently than the paper Form HUD-50058. The electronic Form HUD-50058 consists of 10 records:

- | | |
|----------------------|---------------------------|
| ■ Basic | ■ Certificate |
| ■ Family | ■ Voucher |
| ■ Income | ■ Moderate Rehabilitation |
| ■ Public Housing | ■ Manufactured Homeowner |
| ■ Indian Mutual Help | ■ FSS |

Each electronic Form HUD-50058 only contains the records applicable to a particular family. The PHA does not transmit all 10 records for every family.



PHAs transmit data to MTCS

- Internet
- SprintMail

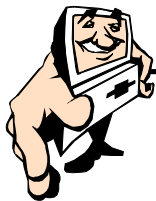


Internet

PHAs login to the MTCS application via the Internet and, with an ID and password, transmit data directly to MTCS. PHAs can also access error notifications and MTCS reports from the MTCS application on the Internet.

SprintMail

PHAs login to SprintMail to transmit data to MTCS. PHAs can also retrieve some error notifications via SprintMail. PHAs cannot retrieve the Submission Status report nor access MTCS reports via SprintMail.



MTCS collects and stores data

MTCS processes the data with an edit and validation program:

- Business rules
- Format specifications
- IBS and HUDCAPS data

MTCS processes the transmitted data via an edit and validation program that contains business rules, format specifications, and IBS and HUDCAPS data.

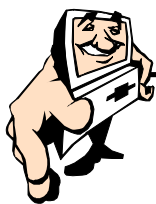
Business rules specify acceptable and unacceptable data. MTCS verifies whether the data entered in a field is appropriate for that field.

Format specifications specify character-length and format for data entry. MTCS verifies whether or not the data in a field is formatted correctly. Character-length and format dictate how many characters MTCS allows in each field and whether the characters are alphabetic, numeric, or both.

IBS and HUDCAPS data. MTCS validates Public Housing numbers and Section 8 PHA/program codes against IBS and HUDCAPS. IBS is the official database for Public and Indian Housing project numbers. HUDCAPS is the official database for Section 8 PHA/program codes. HUDCAPS captures the number of active units for each Section 8 PHA/program code.



If a PHA calls because MTCS rejects a project number or PHA/program code, you need to contact the appropriate person in your Field Office to have them enter the project number in IBS or the PHA/program code into HUDCAPS.



MTCS collects and stores data (cont.)

After MTCS processes the data, MTCS posts:

- Submission Status report

If data contained errors, MTCS posts/sends:

- Error report and Error file
- Error Analysis report

For all transmissions, MTCS posts the **Submission Status report** to indicate the number of Forms accepted.

When the file a PHA submits contains invalid data, MTCS posts error notifications on MTCS or sends them to the PHAs' SprintMail mailbox.

Error report identifies all fatal errors in a transmission. **Error file** is an unformatted error report used by software developers to create programs that automatically correct fatal errors.

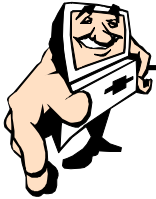
Error Analysis report is a statistical summary of all fatal and warning errors in a transmission.



If a PHA transmits non-Form HUD-50058 data, the PHA receives a **Reject Error file** that indicates that the PHA transmitted non-Form HUD-50058 data.



HUD and PHA staff can access the **Submission Status report** and all error notifications on the Internet via MTCS. The Submission Status report is only available via the Internet.



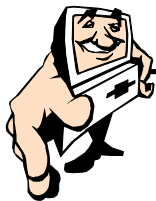
MTCS generates reports

- Collects data through the last Friday of the month
- Purges stored data older than 18 months
- Stores data in summary form to generate MTCS proforma reports

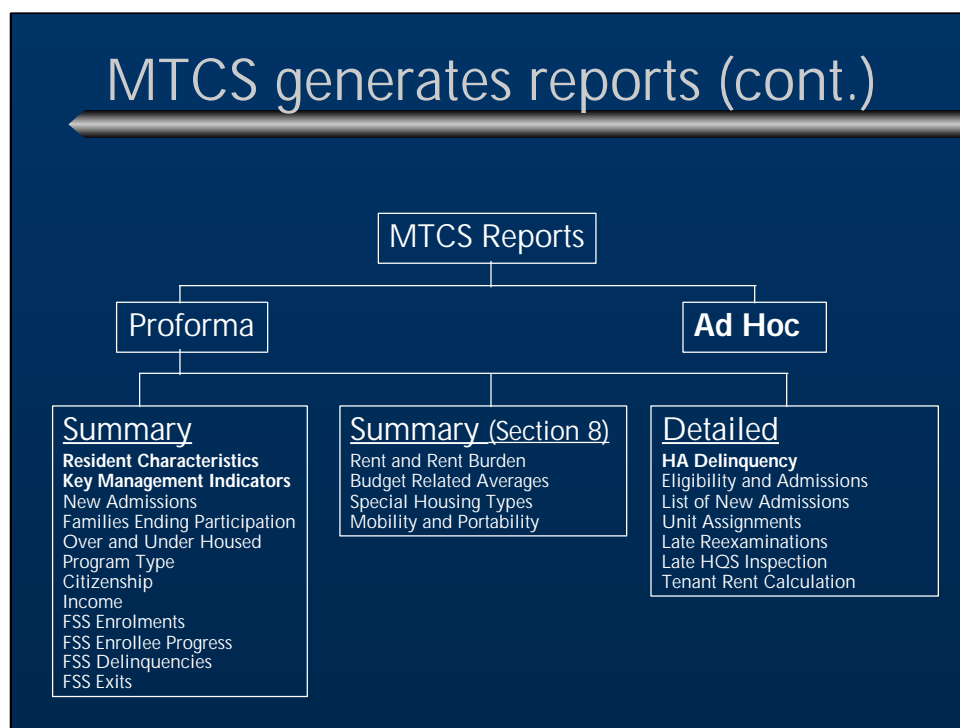
The MTCS schedule to generate proforma reports may determine a PHAs reporting rate. The process to generate the reports is called summarization.

MTCS collects, stores, and updates data based on certain days of the week and month.

- Friday of every week, MTCS stores data and updates information available for Ad Hoc reports
- Last Friday of the month, MTCS stops accepting new data at processing cycle conclusion (Noon EST) for inclusion in the next month's reports. MTCS purges data with an effective date of action older than 18 months
- First Friday of the month, MTCS summarizes data to generate proforma reports



MTCS generates reports (cont.)



Access MTCS reports to monitor PHA reporting performance.

■ Summary reports

- **Resident Characteristics**
- **Key Management Indicators**
- New Admissions
- Families Ending Participation
- Over and Under Housed
- Program Type
- Citizenship
- Income
- FSS Enrollments
- FSS Enrollee Progress
- FSS Delinquencies
- FSS Exits

■ Summary (Section 8)

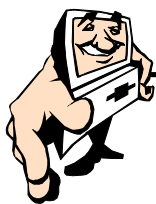
- Rent and Rent Burden
- Budget Related Averages
- Special Housing Types
- Mobility and Portability

■ Detailed reports

- **HA Delinquency**
- Eligibility and Admissions
- List of New Admissions
- Unit Assignments
- Late Reexaminations
- Late HQS Inspection
- Tenant Rent Calculation

■ Ad Hoc

* **Bold** indicates that the report is important for Notice PIH 99-2 implementation.



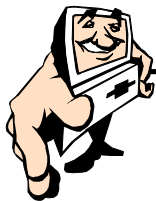
FO/TARCS monitor PHA performance

- Identify delinquent and compliant PHAs
- Provide MTCS support to PHAs
- Help PHAs prevent sanctions

Field Offices and TARC's must monitor PHA reporting rates during the reporting periods -- January to June, July to December. If PHA reporting rates are below 85 percent, the Field Office or TARC should work with the PHA to improve reporting to MTCS.



Effective January 28, 1999, HUD will sanction PHAs who do not report the minimum 85 percent for Public Housing and the minimum 85 percent for combined Section 8 Certificates and Vouchers. PHAs who meet the 85 percent reporting for one program but not the other are still subject to sanctions.



FO/TARCs conduct semi-annual assessments, process forbearance requests

- Verify if PHAs comply with 85 percent reporting
- Process forbearance requests
- Update forbearance status list

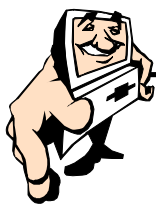
In January and July, Field Offices and TARCs conduct semi-annual assessments to determine if the PHA complies with the minimum 85 percent requirement.

PHAs who anticipate that they will not meet the 85 percent requirement at the end of the reporting period can request forbearance from sanctions. They must submit their written request to their local Field Office or TARC.

The Field Office or TARC reviews and approves most forbearance requests. The Field Office or TARC updates the forbearance status list and provides it to HUD Headquarters.



HUD Headquarters has to approve a PHAs third forbearance request.



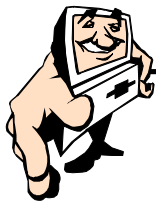
FO/TARCs initiate sanctions

- Understand PHAs' MTCS reporting problems
- Inform HUD Headquarters of all sanction activities
- Implement sanctions, if necessary

At the end of each reporting period, the Field Office or TARC recommends sanctions for delinquent PHAs that have not requested forbearance. For the January to June reporting period, the Field Office recommends sanctions in late July. For the July to December reporting period, the Field Office recommends sanctions in late January. For delinquent PHAs that have requested forbearance, Field Offices or TARCs recommend sanctions in mid-September and mid-March.

HUD can only impose sanctions when:

- A PHA fails to meet the minimum reporting rate for Public Housing or combined Section 8 Certificates and Vouchers
- A non-compliant PHA fails to submit a forbearance request
- A PHA with forbearance does not meet agreed upon forbearance requirements



Group exercise

Situation:

Your colleague asks you for an overview of the MTCS and Notice PIH 99-2 process.

How do you respond?